

NESDIS FOREIGN TRAVEL PROCEDURES

PROCESSING/ROUTING

NESDIS FOREIGN-TRAVEL PACKAGES

IMPORTANT REMINDERS:

Following these instructions will help speed your packages through the NESDIS Deputy AA's office:

Everyone who processes foreign-travel packages needs to forward the packages with plenty of lead time. The requirement for foreign-travel packages is 6 to 8 weeks ahead of the scheduled trip. The reason for the 6- to 8- week lead time is to allow for plenty of time for the package to be routed through the Deputy AA's office and forwarded on to the NOAA Travel Office. Authorizations requiring visa requests must be sent downtown to the various offices, and sometimes these offices are only open 1 or 2 days out of the week. Be forewarned that packages we receive with only a week or two of processing time may not be approved due to insufficient lead time. Also if a VISA is required, and there is not enough lead time provided, the traveler might be assessed a fee by the embassy out of their own pocket, with no reimbursement.

Please place the needed items in a **blue** folder as follows:

On the right-hand side of the folder (**NOT STAPLED**) place ONLY the travel authorization. On the left-hand side of the folder place all the other information (**NOT STAPLED**) with the justification on the top of the stack and any other papers needing signature behind the justification.

C. ROUTING SLIP

Following the name of the last person whose clearance is needed in your local office, please put these names in this order on the routing slip. (If lack of room, you can clip an extra routing slip on top of your local office's.):

E/MO - Lisa Monahan

Ex1 - Chuck Wooldridge

Ex1 - Mary Glackin

E/MO - Lisa Monahan

NOAA FOREIGN TRAVEL OFFICE

Your name and routing code, address (building/room), and telephone number at bottom of routing slip.

Routing:

1. When received by the NESDIS Travel Liaison, Lisa Monahan, your package is entered into our paper log and a blue coversheet is filled out for it.
2. It then goes to the Chief of Staff, Chuck Wooldridge for review and clearance.
3. After Chuck, it goes to the Deputy Assistant Administrator, Mary Glackin, for signature.
 - a. If it is denied, an "X" is put on the authorization and it is sent back to the travel preparer. A copy is made and filed with the coversheet.
 - b. If it is approved, two copies are made of the authorization. One copy is stapled to a copy of the Country Clearance Cable Form and given to E/IA. The other copy is filed with the blue coversheet.
4. The authorization is faxed to the NESDIS Foreign Travel Contact, Jocelyn Griffin, at the NOAA Travel Office. Any Foreign Travel Briefing Form is faxed also and a copy is kept by the NESDIS Travel Liaison. It is suggested that the originating office keep a copy of this as well to maintain a current briefing form. The whole package is then sent back to the preparer. Keep in mind that any passports or passport applications and VISA applications that are not directly sent to the NESDIS Foreign Travel Contact will not be held and will be sent immediately by the NESDIS Travel Liaison.

COUNTRY CLEARANCE FORM

COUNTRY CLEARANCE FORM:

By Federal law, All U.S. Government employees and contractors traveling overseas on official Government business must notify the Department of State of traveler's presence within a foreign country.

1. Please use updated Country Clearance Form attached, with grid for itinerary. The Country Clearance Form needs to be filled out **COMPLETELY**. International Affairs (IA) requires that you send the form via e-mail to Tahara Moreno and Janice Owens-Cobblah. The State Department requires County Clearance Forms **no later than 2 weeks** prior to travel date; therefore IA requires Forms **No Later Than 3 weeks** prior to departure date.

2. **ALL ACRONYMS AND ABBREVIATIONS MUST BE SPELLED OUT.** The State Department will not accept acronyms or abbreviations. IA will not process the clearance if this occurs. To avoid a delay in processing of the Clearance please fill out the form completely.

NAME OF TRAVELER: State full name of traveler.

TITLE: It is important that you use the traveler's full title (do not use acronyms).

DATES OF TRAVEL: Start with the traveler's departure and end date of the entire trip.

PURPOSE OF TRAVEL (AGAIN, IT IS IMPORTANT THAT YOU DO NOT USE ACRONYMS). A brief description for purpose of travel, and what kind of meeting attending is needed this includes titles of all papers and presentations. Please notify on form if part of delegation, which is being prepared by another agency.

Airline Itinerary MUST BE VERY DETAILED. We will need arrival and departure dates & times of **EACH FLIGHT**, name of airline, and flight number. This is important especially if you are traveling to more than one country at a time.

HOTEL: Please make sure we have specific information for Hotel (name, address, telephone/fax numbers).

POINT OF CONTACT (IN COUNTRY: name, title, organization, address, telephone/fax numbers). If some information is unknown, write that in with a note that it will be provided later. It can be provided via e-mail.

NOTIFY IA IMMEDIATELY of any scheduling or flight changes (although the travel order allows for estimated dates, cables require exact information).

3. Please provide Preparer and Traveler name and email address. This is to ensure we have the correct information and to issue you your country clearance prior to travel date.

Note: When e-mailing the form, send to Tahara.Moreno@noaa.gov and Janice.Owens-Cobblah@noaa.gov. Please remember that the County Clearance Form is a requirement of the Department of Commerce, the State Department and the US Embassies. By not having the proper clearance, travelers have been turned away by foreign countries that were not notified in the specific time allowed.

DOCUMENTS/PAPERWORK

DOCUMENTS

Documents Needed In Folder:

Every trip:

- a. Travel Manager authorization
- b. Country Clearance Information Form
- c. Justification of need for the trip to Mary Glackin. The justification memo must explain the role/function of traveler during the travel. Also must include list of other NESDIS travelers. Also, if the traveler's package is prepared "at the last minute", it must explain why.

Miscellaneous/Possible forms: (not necessarily included in the package each time)

- a. CD-210 and attachment (gift form where a non-Governmental entity is paying for/reimbursing for the trip)
- b. CD-342 (gift form where a foreign country's Government is paying for/reimbursing for the trip)
- c. VISA form with or without photos.
- d. Foreign Travel Security Briefing Form (once a year per traveller). This is not to be done with each trip. It is only needed once per year and subsequent forms will not receive credit. Found at www.rdc.noaa.gov/~finance/travel.htm. Click on Travel Regulations, then NOAA Regulations, then 306-7.
- e. Memo to Battie Stewart, Chief of the Official Passport Section, for first time or renewal of official passports processed in less than four weeks.
- f. Foreign Flag Form (if necessary, to allow traveller to travel on non-U.S. carriers)
- g. Passport Form. They can be gotten off of the Internet (for web site, see below). If gotten at the post office, DSP-11 is a brown form and DSP-82 is a red form.
- h. CD-334 Request for Approval of Extra Fare Air Accommodation (used to elect a seat upgrade in lieu of a rest stop)
- i. Taiwan Coordination Sheet
- j. Letter of invite from Russian Government or Chinese Government

PASSPORTS

Passport Forms:

DSP-11 is for new passports. (also called FIRSTTIMERS) The word FIRSTTIMER does not necessarily mean that this is the first time. This means one of three things:

1. The traveller has never had any type of passport, whether it be official (brown color), personal (blue color), diplomatic (black color), or military (green color); or
2. The traveler has an expired **personal** passport that has been expired more than two years, or the traveler has an expired **official** passport that has been expired more than seven years; or,
3. The traveller's passport was lost or stolen (since they do not have any type of passport to substitute for identification).

DSP-82 is for renewals: This means one of three things:

1. The traveler's official passport is about to expire and they are using it as identification for their new official passport, or;
2. They have a current personal passport and are using it as identification to apply for their official passport, or;
3. They have an expired **personal** passport that has been expired less than two years or have an expired **official** passport that has been expired less than seven years and they are using one of them as identification for their application.

Note:

When applying for an official passport, with less than four weeks lead time, a letter of expedite is required. It should be addressed to Battie Stewart, Chief of the Official Passport Section. It is to be from the traveller's supervisor explaining why there is such short notice. The letter of expedite should be included with the DSP-11 or DSP-82. This letter should be done even if the package is at the four week mark.

Applying for a Passport with no actual trip planned (called a DUMMY):

Where are passport applications? The best option is through the Internet. The website address is: www.travel.state.gov/passport_services.html. Choose "print passport applications".

It is easier if the traveller applies for the official passport before he/she is supposed to go on a trip. This part of the process takes the longest. The suggestion for renewal, if they

already have an official passport, is 6 months prior to expiration. This is also because countries require a current passport with at least 6 months before expiration.

What is the first step for a FIRSTTIMER?

Make sure the traveler has an original birth certificate. If there is not an original, a notarized certified copy, from their birth place, is acceptable.

Then fill out a DUMMY travel order. What is a DUMMY travel order? It is a “made-up” travel order. It looks like a real one, but it has fictitious dates, purpose, and countries to be travelled to. In the Remarks area, type “**DUMMY**” and “**FIRSTTIMER**”. **The “dummy order” does have to have the Date of Birth and Job Grade on it. No signatures are required and it does not to go to the NESDIS Travel Liaison.** The contact will fax it to the NESDIS Foreign Travel Contact at the NOAA Travel Office on (301) 413-3066. She will prepare the Letter of Authorization and mail it to that contact.

2. What next?

Look at the passport form. In the space “Mail Passport to” type **CROA**. Why do that? Because the traveler is a NOAA employee. CROA is the State Department’s acronym for NOAA. They know to initially mail the passport back to NOAA instead of the traveler. **THE FIRSTTIMER PASSPORT APPLICATION IS NOT TO BE SIGNED.** That will be done later. The traveler is to obtain two 2" x 2" pictures. Where can that be done? For employees in the Washington DC Metropolitan area, they can go to the NOAA Security Office. They are much cheaper than going to a commercial copy center. For reimbursement of this expense, remember to claim it on the first voucher after the pictures are taken.

Take the **unsigned** passport form, birth certificate, and the pictures to the post office, local State Department office, or county store and sign the form in front of the official. Their new official passport is sent back to the travel office until they actually go on a trip. If the traveller is from the Washington DC Metropolitan Area, they go to the State Department office in Washington DC.

What is the first step for a renewal?

Make sure the traveler has their passport to be used as identification. Using a personal passport, it is to be expired no longer than 2 years. Using an old official passport, it is to be expired no longer than 7 years. Do a DUMMY travel order. In the Remarks area, type “**DUMMY**”. In the same section, **type the Date of Birth and Job Grade. No signatures are required and it does not have to go to NESDIS Travel Liaison.** Sign the passport form.

What next?

Take the passport, the signed DUMMY travel order, two 2"x2" pictures and send them to the NESDIS Foreign Travel Contact at the NOAA Travel Office. For remote offices, send it by Federal Express.

What the NESDIS Foreign Travel Contact will do once the passport is received from the State Department Office, it will be sent to the traveler to sign it. All passports must be signed. Then the traveler has the option of sending it back to keep in the Travel Office's combination safe or to keep it in their office in their combination safe.

LEAD TIMES FOR PACKAGES

Lead Times (this includes the time it takes to get the package through the HQ process as well):

- a. *Six weeks for:
 - 1. countries where a passport is not required (but taking birth evidence is suggested). However it is recommended that if the traveller has a passport, to take it with them. The reason is that travellers have been denied passage back into the U.S. without their passport, or;
 - 2. Where a passport is required (and the traveler has a current official one), but not a VISA.
- b. *Six to eight weeks minimum for: (the closer to eight the better)
 - 1. Countries that require a VISA where the turn-around time for the VISA is within a couple of days, or;
 - 2. People renewing their passport, or;
 - 3. For travellers going to China, Indonesia, South Africa, Russia, Uzbekistan, or Kazakhstan. The VISAs for these countries take **at least** 10 working days, or;
- c. Eight weeks minimum for:
 - 1. FIRSTTIMER applicants of passports, or;
 - 2. Travellers going to Cuba and Nigeria.

TIPS

Small Tips:

A **Point of Contact** (POC) name and number, for the authorization, **must** in the Remarks Section. Why? Then the NESDIS Foreign Travel Contact knows where to send any passports, if applicable. If you maintain your own passport (and no VISA is needed) put the info. on there anyway (even if you type your own authorization). The POC normally is the typist of the travel package. Other listed POC's are okay, but **should be delineated and put on the second page**. Some people call the authorization POC the Preparer which is fine.

The traveller's **date of birth and job grade** must be in the Remarks area of the authorization. Eventhough you typed it in there for the passport application, you need to type it on each travel authorization.

Once NESDIS obtains its **budget** for the subject fiscal year, funding availability statements are no longer needed on the travel authorization. Example: **Subject to the Availability of FY?? Funding.**

Annual leave is to be noted in Block 14 with the statement "annual leave is authorized (dates) at the traveller's own expense at no cost to Government". If the traveller is going on annual leave prior to the trip, indicate it with a note or on the routing slip. If there is no indication, it will be processed as a regular authorization and it will not be a **RUSH**.

Eventhough **non-refundable tickets** are discouraged, if the package is a RUSH because of that, it needs to be noted. Otherwise it will be processed normally.

Authorized rest stops are to be noted in the itinerary, so there is no question to the auditor's that the employee is authorized per diem in this location. If the flying time going to and coming back are longer than 14 hours each, the traveller may request to waive a rest stop in lieu of taking a business class seat. The form for this is the Extra Fare Air Accommodation (CD-334). If they are using their frequent flyer miles, this form is not necessary (because they essentially are paying for the upgrade).

Please make sure that if **actual expenses** are being authorized, it is stated in Block 14 with the reason for the claim and the formula. For example: "Actual expenses authorized due to excess lodgings. $\$84 \times 300\% + \$38 = \$290$. Actual hotel is \$102." The formula is the lodging multiplied by 300% plus M&IE equals the total.

Because of the **"Fly America Act"**, travellers are required to fly using an American carrier. Sometimes that choice is not feasible. The form for this is the Foreign Flag Form. Watch what you put down for the reason for a foreign flag. Please don't write "going to (name of meeting/seminar)". For example, write "no American carriers available during the time they have to fly to (country)".

If there is a **gift** from another entity or foreign government, please indicate on Block 14 that NOAA will reimburse all authorized expenses not covered by (name of organization or

foreign government). The reason for this is not all entities reimburse all expenses. Please make some kind of note if the passport is maintained in the office safe and no VISA is needed, or if the passport is at the Travel Office, or if the passport and VISA have been sent to the Travel Office.

**OTHER TRAVELLERS/
SPECIAL CONSIDERATIONS**

Contractors/Private People/Other Governmental Employees:

Contractors are not to be on NOAA Travel Orders. For clarification of this, refer to Travel Transmittal 97-2. Private people (not contractor) and employees from other government agencies are considered invitational travellers. In that case, there must also be a statement in Remarks area of the authorization, instead of DOB and grade. For **private people**, type “Although not a NOAA or other Governmental employee, we feel this person is of sufficient character to carry out the duties for the purpose of this trip.” Also, under Traveller Information, where it says “title”, type **Invitational**. For other **Governmental employees and military** (eventhough they are inviational), you don’t need to type any special statement in the Remarks area.

Special Considerations:

For Taiwan: A personal passport must be used, not an official passport. A Taiwan Clearance Sheet, specifying specific locations to be visited in Taiwan, must be done first before the travel order. The clearance sheet is readily available both from the NOAA Travel Handbook and Lisa Monahan. Fill out the sheet and fax it to the Taiwan Coordination Staff. Assume it is approved and process the authorization package anyway. You will not get the approval. The Coordination Staff will send it to the NOAA Travel Office. You will get a copy when the Travel Office has finished processing your paperwork.

For China and Russia:

There must be a letter of invite. For China, that is usually used in lieu of filling out a VISA form. For Russia, you still must fill out a separate VISA form. The letter is gotten from the their Government. For China, there is a form to fill out to receive it. Plan ahead because these VISAs take a while.

Blanket Travel Authorizations:

Definition: A blanket travel authorization is prepared only for **routine, over-the-border, operational purposes only**. This is where a traveler goes every year for the same operational purpose. Example: Fixing equipment, disaster survey, etc. No meetings or training can be on blanket authorizations.

1. A blanket travel authorization is prepared like a regular one. The only two things that are different are the dates and the estimated cost. The dates span the entire fiscal year or a period of time within the fiscal year. There is no estimated cost on the initial blanket authorization. All destinations must be included.
2. The Country Clearance Cable Form is done the same way, and the differences are with the dates and places.
3. That initial package is seen by everyone in the chain-of-command.

4. When the traveller is getting ready to go on a trip, they fill out a trip authorization which their supervisor can sign. For Travel Manager users, this is the same. Each travel authorization (using the trip authorization number) may be signed by their supervisor. This is where they estimate the cost. Also, please fax a courtesy copy of the trip authorization to the NESDIS Foreign Travel Contact at 301-413-3066.

5. If a country requires a VISA stamp (with the exception of China, Russia, and Cuba and South Africa), give more notice. The passport, VISA form (with pictures, if necessary) and a copy of the trip authorization must be sent to the Travel Office. Some countries allow multiple entries and VISAs which are good for several years. If unsure of these requirements, check the NOAA Travel Handbook.

FAQ'S

FAQs:

- Why do I sign the renewal passport form?
 - ◆ Because you are not a FIRSTTIMER.
- Why don't I include my birth certificate with the renewal form?
 - ◆ Because you did the first time around with your first passport. Sending the passport is "in lieu of" sending the birth certificate.
- For the renewal, why do I mail everything to the NESDIS Foreign Travel Contact without waiting for the Letter of Authorization?
 - ◆ Because you are not a FIRSTTIMER and she will prepare the letter when she prepares your paperwork. She will send everything to the State Department.
- What happens to my birth certificate and other passports?
 - ◆ If you sent a current/expired personal passport, expired official passport, or birth certificate, those will be returned to you.
 - ◆ If you provided an current official passport, it will be cancelled. You will have the option of keeping it as a memento or having it destroyed. But you need to provide correspondence to that effect. This also pertains to your passport when you retire.
- What do I do if my passport was lost or stolen?
 - ◆ First get a police report. Then fill out a DSP-64. Send that to the NESDIS Foreign Travel Contact at the NOAA Travel Office. Just remember, when you go to apply for another passport, you will be a FIRSTTIMER.
- My passport is not due to expire for a while and I need new pages. What do I do?
 - ◆ Fill out a DSP-19 and send it and your current official passport to the NESDIS Foreign Travel Contact at the NOAA Travel Office.
- I am going on a real trip. I need a passport. Why do I have to do a DUMMY travel order?
 - ◆ You don't, but you have not planned properly. Your passport application, whether FIRSTTIMER or Renewal should be done upon entry onto the job or change of jobs or duties. But if you are going on a real trip, do a draft of that travel order and mark at the top REAL TRIP. That way, the Travel Office

knows. Then later, finish the travel package. The hard part is already out of the way.

- I'm not going on travel. Why should I even get a passport and/or renew it?
 - ◆ Never say never.
- Why can't I find a trip authorization on Travel Manager?
 - ◆ There is no such form on Travel Manager. You simply do another travel authorization (order). The way you identify it as a trip authorization is by the number, since it is next in the sequence of numbers.
- Where can I get a VISA form?
 - ◆ Once you have established that the destination country requires a VISA form, click on www.traveldocs.com. Click on the destination continent, then the destination country. There is a choice for VISA requirements. Be careful though. This is not a government site and the VISA requirements may be for personal trips only. Check first for that in the NOAA Travel Handbook, Chapter 306-7, Foreign Travel Documents. Also, some embassies require a VISA even though the traveler does not fill out a form.
- I looked under VISA requirements and sometimes it says simply "VISA required". How many forms, how many pictures?
 - ◆ This is still a VISA for a passport. The traveler does not fill out any form and no pictures are required. The NOAA Travel Office does everything. They still need the traveler's passport, though.
- I looked at the State Department site and asked the VISA requirements of the NOAA Travel Office. Both are different. Why can't I just follow what the State Department says?
 - ◆ We follow the guidance from the NOAA Travel Office. This is because what the State Department says might not be Governmentally official requirements.

REQUEST FOR TRAVEL CLEARANCE TO TAIWAN

TO: Taiwan Coordination Staff
EAP/RSP/TC, Room 4312, Department of State
Washington, D.C. 20520 (FAX NO. 202-647-0076)
(TEL NO. 202-647-7711)

FROM: USDOC/NOAA TRAVEL OFFICE
20020 CENTURY BLVD./SUITE 1 B
GERMANTOWN, MD 20874
(PHONE: 301-413-3060) (FAX:301-413-3066)

TRAVELER'S NAME:

TITLE: TELEPHONE NUMBER:

CURRENT SECURITY CLEARANCE: GRADE:

NAME, TITLE AND PHONE NUMBER OF IMMEDIATE SUPERVISOR:

NAME AND ADDRESS OF OFFICE FUNDING TAIWAN PORTION OF TRAVEL:

(ANSWER ONLY IF FUNDED BY TAIWAN):

IS THIS TRAVEL FUNDED UNDER AN AIT-TECRO AGREEMENT? _____

IF NOT UNDER AN AIT-TECRO AGREEMENT, HAS THIS TRAVEL BEEN
APPROVED BY THE OFFICIAL DESIGNATED BY YOUR AGENCY TO REVIEW
TRAVEL FUNDING BY A FOREIGN SOURCE UNDER 41 CRF 301-1.3, 1.4,
1.5, 1.6, AND 1.9? _____

DATES OF INTENDED TAIWAN VISIT:

OTHER COUNTRIES TO BE VISITED:

ANTICIPATED CONTACT WITH TAIWAN AUTHORITIES:

PURPOSE AND U.S. GOVERNMENT INTEREST SERVED BY THIS TRAVEL:

**FOR STATE DEPARTMENT USE ONLY:

_____ NO OBJECTION TO THIS TRAVEL. PLEASE CONVEY
THE INFORMATION BELOW TO THE TRAVELER.

_____ DENIED. TRAVEL FALLS OUTSIDE EXECUTIVE
BRANCH GUIDELINES.

AUTHORIZED BY EAP/RSP/TC: _____ DATE: _____

IMPORTANT NOTE: THE AMERICAN INSTITUTE IN TAIWAN (AIT) IS A NONPROFIT

CORPORATION ESTABLISHED UNDER THE TAIWAN RELATIONS ACT TO MANAGE COMMERCIAL, CULTURAL, AND OTHER RELATIONS THE PEOPLES OF TAIWAN AND THE UNITED STATES. USG EMPLOYEES/CONTRACTORS TRAVELING TO TAIWAN FOR WORK-RELATED PURPOSES ARE CONSIDERED TO BE, AND SHOULD CONDUCT THEMSELVES AS, CONSULTANTS TO AIT. USG EMPLOYEES MUST TRAVEL TO TAIWAN ON TOURIST PASSPORTS. FOR ASSISTANCE IN OBTAINING A VISA FOR TAIWAN, CALL THE AIT WASHINGTON OFFICE AT 703-525-8474.
SERATC: 6377 (REVISED 10/16/96)

CAMS PAYMENT PROFILE FORM



**THE INFORMATION RECORDED ON THIS FORM WILL BE CONSIDERED
PRIVACY INFORMATION FOR FINANCE USE ONLY.**

Reason for completing form:

___ New Registration ___ Change to Existing Information

What type of Payee are you (select one):

___ NOAA/BXA Employee (Special Payment Instructions) ___ Invitational Traveler
___ NOAA Corps Employee ___ Individual Contractor
___ Federal Employee (Other than NOAA/BXA/NOAA Corps) ___ Foreign Trainee
Specify Agency: _____

Name and Home Mailing Address:

Name _____
Address line 1 _____
Address line 2 _____
City _____
State _____ ZIP _____
Work Phone _____ Fax _____
Internet E-Mail Address (If Applicable) _____

What is your Taxpayer Identification Number (TIN)? We are **required by law to obtain a Taxpayer Identification Number** when making a reportable payment to you. If you fail or refuse to provide us with this information, your payments may result in a 31% federal income tax withholding.

Social Security Number: _____ - _____ - _____

The Debt Collection Improvement Act of 1996, effective July 26, 1996, **mandates** the use of Electronic Funds Transfer (EFT) for all Federal payments to recipients who become eligible to receive such payments. Federal agencies must grant waivers for this mandate to recipients who **certify in writing** that they do not have an account with a financial institution. Please select one of the following payment methods:

___ EFT (Automated Clearing House Payments (ACH)) ___ Check (**must submit wavier in writing**)

Please provide the following financial information for EFT payments.
(The ACH Coordinator at your financial institution can supply you with this information)

Bank Name _____
Bank Address _____
City _____ State _____ Zip _____
Nine Digit Routing/Transit Number (ABA#) _____

Type of Account: (select one)

___ Checking Account Number _____
___ Savings Account Number _____
___ Lockbox Account Number _____

Certification - Under penalties of perjury, I certify that the information which I have provided on this form is correct.

Signature _____ Date _____